

M. Usman Uddin.

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Professional Summary:

A sound professional equipped with latest analysis software (MS Excel, SPSS, E-Views & Minitab) to perform data mining and information fetching from the bulk of data with exposure to perform business analysis at TDAP on import-export data as a team member of Research wing.

Scholastics Summary:

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|-------------------------------------|------------------------------|----------------------|
| ▪ MBA (Finance) – 2018 | University of Karachi (KUBS) | 3.1 CGPA. |
| ▪ M.Sc. (Statistics) – 2014 | University of Karachi | 1 st Div. |
| ▪ B.Sc. (Hons.) (Statistics) – 2013 | University of Karachi | 2 nd Div. |

Field of Specialization:

Time Series Analysis & Forecasting: have submitted a detailed M.Sc. final year thesis on the subject followed by the rigorous research and in-depth analysis. In addition to that I have performed, at TDAP, an in-depth analysis to relate the past import/export trends/patterns of Pakistan to forecast the future trends.

Econometrics.

Statistical Quality Controls and Reliability.

Professional Experience Summary:

Accounts Officer
Jun-2019 to Present
Exide Pakistan Ltd.

- Processing, verifying, and posting receipts for goods sold
- Maintain up-to-date billing system
- Carry out billing, collection and reporting activities according to specific deadlines
- Monitor customer account details for non-payments, delayed payments and other irregularities
- Maintaining records regarding payments and account statuses.
- Obtaining information from other departments to ensure records are accurate and complete and that accounts receivable ledgers and journals are up to date.
- Working with the collections department to review accounts and client payment and credit history to develop new or better repayment terms.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports, recording entries.
- Pays vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, resolving purchase order, contract, invoice, or payment discrepancies and documentation, ensuring credit is received for outstanding memos, issuing stop-payments or purchase order amendments.
- Maintains accounting ledgers by verifying and posting account transactions.
- Maintaining records regarding payments and account statuses.

- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Reports sales taxes by calculating requirements on paid invoices.
- Assist with month-end closing
- Generating reports and statements for internal use.

Senior M.I.S Officer

Sep-2014 to May-2019

Express Publications (Pvt.) Ltd.

- Dashboard Reporting
- Developed Revenue differential comparative analysis as compared to the competitor's performances and estimated market share of the group.
- Collect daily data related to sales and perform comparative analysis to highlight the lost revenue avenues.
- Prepare presentation on the current performance of the sales for senior management.
- Generated ad hoc, standardized, and exception reports for various levels of management and customers globally
- Created and published interactive sales reports allowing access by sales force, management, and customers
- Developed methodology to track and report on new product sales, promotions, and customer incentive programs
- Tested, implemented, and utilized various software packages related to sales forecasting, sales reporting (ex. Crystal Reports and Demand Solutions)
- Served as team leader in the development of a data warehouse within an SAP/ERP software package
- Interpret data, analyze results using statistical techniques and provide ongoing reports
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality
- Acquire data from primary or secondary data sources and maintain databases/data systems
- Identify, Analyze & Interpret trends & Patterns in complex data.
- Filter and "clean" data by reviewing computer reports, performance indicators to locate.
- Work with management to prioritize business and information needs
- Review system capabilities, workflow and scheduling limitations to identify.
- Prepare standard reports and analyze to support business needs.
- Handle small projects, present results and meet deadlines by collaborating multiple projects.
- Develop and enhance spreadsheets and databases.
- Develop cross group and cross functional reports covering Management needs.
- Decompose high level business needs into functional needs by understanding problem and determining data needs.
- Communicating with clients or employers about project, event or campaign expectations and goals
- Collaborating with clients or employers, finance teams and other team members on budgeting and allocating funds
- Delegating tasks to appropriate team members
- Overseeing the delivery of projects and making adjustments as necessary to ensure they are delivered to specifications and high standards
- Served as the primary business analyst for entire marketing organization and represented the organization in the data integrity initiative.
- Developed Standardized MIS reporting formats.
- Performed GAP analysis.

Senior Research Assistant
Sep-2013 to Sep-2014
The Aga Khan University
(IED).

- Worked with The Aga Khan University for a foreign funded project to identify the loopholes in elementary teachers training system and its effectiveness in imparting education.
- Collected raw data through detailed surveys of universities & institutions offering teachers training programs.
- Performed the analysis through SPSS and generated results.
- Performed thorough rechecking of the results through sampling techniques.
- Drafted the final report submitted to the funding agency.
- Prepared the final presentation showing the efficacy and other KPIs through graphical representation.

Paid Internee
Mar-2013 to Jun-2013
Trade Development Authority
of Pakistan (TDAP).

- Performed the import/export deficit analysis on the last five years data.
- Performed data mining and organization through SPSS
- Prepared presentation showing the lost exports and unnecessary imports over last five years' time period.
- Forecasted export trend for the coming financial year for multiple product families and commodities.
- Prepared a report on WTO SOPs implementation and existing gap in miscellaneous areas of custom laws etc.
- Estimated the import quantum for the next fiscal year for miscellaneous product categories.

Paid Internee
Jul-2012 to Aug-2012
Pakistan Steel Mills.

- Performed performance audit of the Blast furnace department.
- Performed financial audit of the payroll department.
- Prepared report on discrepancies in purchase department and suggested financial controls.

Inventory Officer
(Part Time Job)
May-2010 to Sep-2010
Zonah's- The Designer Shoes.

- Maintained daily inventory of the items.
- Performed physical counting lead to reconciliation of the figures.
- Performed inventory replenishment trend analysis and developed forecasting of the most running/ most revenue generating items.

Projects & Reports:

- Financial Audit report of Pak. Steel Mills Corp.
- Monthly Trade review report in TDAP.
- Role of fashion in exports enhancements in TDAP.
- 5 years report on export performance in TDAP.